



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWSP OPERATIONS MEMO

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Non W-2 [] W-2 [X] CC []

PRIORITY: High

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SUBJECT: FOLLOW-UP CASE MANAGEMENT SERVICES

CROSS REFERENCE: W-2 Manual, Chapter 5

EFFECTIVE DATE: January 1, 2000

PURPOSE

This memo explains the changes in providing case management follow-up services required by the 2000-2001 W-2 contract and allowed by §49.1475, Wis. Stats., as created by 1999 Wisconsin Act 9, the 1999-2001 Biennial Budget.

BACKGROUND

The Financial and Employment Planner (FEP) must provide participants who have moved up the W-2 ladder to unsubsidized employment follow-up case management services regardless of nonfinancial and financial eligibility criteria. In addition to providing important information regarding the individual's status, follow-up case management services can help participants make the necessary adjustments to be successful in the world of work.

Employed participants who have moved up the W-2 ladder to Unsubsidized Employment (UE) must be placed on the UE rung and coded as CMF.

POLICY CHANGE

The 2000-2001 W-2 contract requires agencies to provide follow-up case management services for at least **6 months**, rather than 60 days, for individuals who progress from a W-2 employment position to an unsubsidized position to encourage and support job retention.

In addition, §49.1475, Wis. Stats., permits W-2 agencies to provide case management services beyond the required 6-month follow-up period to individuals who have moved to unsubsidized employment. These follow-up case management services may be provided regardless of the individual's income and asset levels.

The case management services may include:

- Employment skills training
- English-as-a-Second Language classes if the W-2 agency determines that the course will facilitate the individual's efforts to retain employment
- A course of study meeting the standards for the granting of a declaration of equivalency of high school graduation
- Other remedial education courses

Appropriate case management services for individuals coded CMF are similar to those for individuals coded CMU. (See 5.2.2.1 of the **W-2 Manual**).

W-2 agencies are encouraged to provide services beyond the 6-month period to prevent recidivism and ensure employment stability. There is no time limit on these services.

SUMMARY

Follow-up case management services may assist individuals who move from W-2 employment positions to unsubsidized employment in retaining their current employment and/or obtaining additional skills to secure a job with increased hours, pay and/or benefits. W-2 agencies must provide follow-up case management services for at least 6 months and may continue to provide these services beyond the required follow-up period.